

Lower Merion School District

ADMINISTRATIVE REGULATIONS

Policy No.: 916
Section: COMMUNITY
Title: BOOSTER CLUBS AND PARENT ORGANIZATIONS
Date Last Revised: 3/4/11

R916 BOOSTER CLUBS AND PARENT ORGANIZATIONS

Definitions

For purposes of this regulation, “booster club” and “parent organization” (each of which shall be referred to as “organization”) each mean an organization that is formed to contribute money to an associated club, sports team, or organization.

By-laws

Each organization shall forward a copy of its current by-laws to its applicable District administrative liaison by October 1, 2011. New organizations shall submit by-laws with their application for approval.

1. By-laws shall be distributed to all members or otherwise made available to all members on the organization website with notice to all members.
2. In the event that the by-laws of an organization are amended, a copy of the new version of same shall be forwarded to the organization’s applicable District administrative liaison within 30 days of amendment.
3. Since organizations are required by Board policy to have by-laws, the administration provides Attachment A as an example of an acceptable by-law. All provisions contained in bold in Attachment A must be included in any club or organization’s by-laws.
4. The Superintendent or designee shall review by-laws and amendments to ensure compliance with District policy and regulation.
5. The administrative liaison shall provide annual updates to the Superintendent or designee regarding the status of the organization’s by-laws.

Officers and Organization Liaisons

1. Each officer of an organization shall acknowledge in writing that they have read and agreed to the District’s Policy and Administrative Regulation regarding “Booster Clubs and Parent Organizations.” See Attachment B.
2. The Superintendent or designee shall ensure the establishment and maintenance of a contact list of organization administrative liaisons and officers. The list is to be used for the following purposes:

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- a. communicating organization activities;
 - b. receiving information from the District administration and
 - c. ensuring an effective communication network between organizations and the school administration.
3. Each organization appointed liaison shall inform the applicable District administrative liaison as well as the applicable athletic coach or teacher activity sponsor/advisor of the organization's meeting dates and times. Athletic coaches and teacher activity sponsors/advisors serve in a non-voting capacity when they attend organization meetings.
 4. Each organization appointed liaison must send, regularly, copies of meeting minutes to the appropriate District administrative liaison.

Budget

1. The Treasurer of all booster clubs and parent organizations shall be responsible for the following:
 - Helping the organization create and adopt an initial budget for each school year (Attachment C is a template budget for use as a guide);
 - Sending the budget to the organization's District administrative liaison (who in turn will send to the District's Business Administrator);
 - Communicating with the District's Business Administrator for establishment of an accounting procedures;
 - Communicating with the District's Business Administrator to establish a procedure for the internal audit process;
 - Maintaining records of money raised during fundraising activities as well as expenditures of the organization regarding same;
 - Presenting a written financial report regarding the organization's income and expenditures by June 30 of each year to the organization's President and the organization's District administrative liaison (who in turn will send to the District's Business Administrator);
 - Attaching a copy of the organization's tentative goals for yearly carryover funds to the end-of-school-year financial report as mentioned in the above bullet point;

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- Receiving prior written approval from the building principal or other Superintendent's designee for any and all purchases, donations, and/or contributions of items, equipment, materials, money etc. not reflected in the organization budget in excess of \$500.00 planned to be given by the organization for use related to District athletics or activities. The organization shall submit the request for approval using the approved form (Attachment D). If the building principal or other Superintendent's designee denies the request or fails to respond within three business days of the request, the organization may appeal to the Superintendent.
2. The District must ensure that contributions from booster clubs or parent organizations do not have the effect of discriminating on the basis of gender so as to expose the District to Title IX violations.

Fundraising and Communication

1. Communication shall be made to parents/guardians explaining the fundraisers of the organization as well as any dues of the organization.
2. Parents/guardians shall also be informed of the organization's meeting dates and times, meeting locations, and when fundraising agenda items will be discussed and/or voted on for the organization.
3. At no time shall an organization communicate to parents/guardians that their participation in fundraising activities is required for purposes of the child's participation in a school sport or school activity.

Use of District Name and Logos

Booster clubs and parent organizations are not permitted to use the District's name or logo without license or express permission granted in writing by the Superintendent. If an organization desires to use a logo other than the designated District logo for use by the club or organization on merchandise or for any other reason, such use must be approved in writing by the Superintendent. Designated District logos are shown in Attachment E.

Charging a Booster Club or Parent Organization Fee Instead of Fundraising

1. If an organization fee is charged in lieu of fundraising, the following guidelines shall be established and followed by the organization:

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- The organization must communicate with the parents/guardians prior to tryout or auditions if applicable and if possible, explaining any fundraiser event or the applicable dues and how the organization utilizes the money.
- If the fee is to be used for an overnight trip or for “off-season” leagues, tournaments, or activities, the organization can assess the parent/guardian on a per student basis to cover the organization’s entry fee or student trip costs.
- If a parent/guardian refuses to pay the fee, the student cannot be discriminated against for the lack of parental financial support. The student must not be treated differently in regard to banquets, gifts, awards, and/or participation. Due to the expense associated with supporting certain District sports and activities, this section shall not apply to sports that are not funded by the District.
- Hardship cases shall be handled by the organization in consultation with the administrative liaison on an individual basis and held in the strictest confidence.

Recognition Functions (Banquets)

1. In an attempt to avoid potential conflicts, an organization planning a recognition event shall request permission of the building principal to conduct such an event and shall clear the date of the event with both the applicable District administrative liaison and also the coach or activity sponsor/advisor.
2. If the organization is aware of the date for the following year’s banquet prior to the end of the school year, it can be placed on the District-wide Activities Calendar.
3. The organization may charge parents and guardians to attend the banquet but may not charge students without the approval of the administrative liaison.
4. No alcohol may be served at on-campus events or off-campus events to which students are invited.

Printed Programs

1. Booster clubs and parent organizations must screen each ad from community sponsors for appropriate content before placement in printed game or activity programs. All advertising must be cleared by the building principal. Advertising may not:

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- a. advocate or campaign for a particular candidate or political party;
 - b. promote or encourage hostility toward any ethnic, religious or racial group;
 - c. promote or denigrate a particular religion or religious practice in a manner that suggests that the District is endorsing a particular set of religious beliefs;
 - d. be derogatory towards or incite discrimination against any group or person based upon race, color, age, creed, religion, gender, ancestry, national origin or handicap/disability of the group or person;
 - e. promote or encourage hostility, disorder, violence, or disregard for violation of legal obligations;
 - f. be libelous, or interfere with or advocate interference with the rights of any individual or the operations of the District;
 - g. promote the use of tobacco products, smoking accessories, alcoholic beverages, illegal substances or related paraphernalia;
 - h. promote the use of firearms or other forms of weaponry;
 - i. promote obscenity or pornography in the context of being inconsistent with prevailing standards such as adult publications or videos;
 - j. use sexual content, sexual overtones, or any material that is otherwise not suitable for children;
 - k. be associated with promotion of birth control products or programs, abortion, or any other related services;
 - l. Actively promote, as a significant part of its business or other primary functions, other activities which are not in the best interest of the students, staff or schools, in the opinion of the District in concert with established Board policy and in consultation with the Superintendent and Solicitor or other legal counsel.
2. Booster clubs and parent organizations shall send each community advertiser a follow-up letter with a thank you that can be displayed in their business indicating that they were a proud sponsor for Lower Merion School District.

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Expenditures for Equipment, Supplies, Etc.

1. Items purchased or donated other than by the District must meet criteria as defined below:
 - The donation/purchase of goods shall meet all policies and procedures of the District.
 - The donation/purchase of goods shall adhere to all Pennsylvania Interscholastic Athletic Association (“P.I.A.A.”) policies and guidelines. These are available through the administrative liaison.
 - The donation/purchase of goods shall have the written approval of the building principal or other Superintendent’s designee prior to any deliberations commencing with a potential provider.
 - Any donation of goods may not be in conflict with any District-level sponsorships that may be in effect. The administrative liaison shall advise the organization of any such sponsorship.
 - Any agreement or contract proposed shall be reviewed by the District solicitor and the Superintendent or his/her designee.
 - Donations shall follow existing Board Policy 702 regarding “Gifts, Grants, and Donations.”
2. If the organization wants to qualify for tax-free purchases on a regular basis, the treasurer is responsible for handling the application with the Bureau of Charitable Organizations, Department of State, to register the organization as a charitable organization. The treasurer must gain approval from the administrative liaison before submitting the application. Organizations may not use the District Identification Number for exemption from Pennsylvania sales tax under any circumstances.

Improvements to the District Buildings and Grounds

Proposed improvements to the District buildings and grounds being made by the organization must have the approval of the Superintendent. Paid consultants to the boosters clubs or parent organizations for various projects, including but not limited to construction, shall not be engaged without School Board approval.

Requests to the School Board for approval must be made in a timely manner so as to ensure that the Board will have adequate time to deliberate prior to making a decision at a public School

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Board meeting. All such requests shall be submitted to the Business Manager at least _____ days prior to the date of the next regular Business meeting of the Board.

Compliance

Should any issues of compliance regarding this or other District Policy or Administrative Regulation emerge between an organization and the District, the following procedure shall be followed:

The administrative liaison shall provide to the Superintendent a report that includes the specific nature of the issue, brief statement of relevant facts, and the administrative liaison's recommended disposition.

Should the matter not be resolved by the Superintendent or is beyond his/her authority and requires Board action, the Superintendent shall provide the Board with a complete report.

After reviewing all information relative to the issue, the Board shall provide the affected parties and the Superintendent with a written decision. The Board, at its sole discretion, may grant a hearing before the Board or a committee of the Board.

Attachment A

By-Laws of Booster Club or Parent Organization (“Organization”)

1. *Name:* _____

2. *Purpose:* _____

The [INSERT ORGANIZATION NAME] does not discriminate on the basis of race, color, religion, national or ethnic origin, age, sex, or disability.

3. *Members*

Section 1. Membership is limited to parents or adults responsible for the child involved in the activity. The following classifications of individuals are specifically not eligible for membership in the organizations:

- a. District or homeschooled students eligible to participate in the sport or activity;
- b. District employees unless they are the parent/guardian of a student participating in the sport or activity; and
- c. Head and assistant coaches of the sport in question, whether paid or volunteer.

Section 2. Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

Section 3. By-laws shall be distributed to all members or otherwise made available to all members on the organization website with notice to all members.

4. *Officers and Elections*

Section 1. Officers. The officers shall be a president, vice president, secretary and treasurer.

- a. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as a member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.
- c. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the

Attachment A

membership. The secretary also keeps a copy of the minute book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

- d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and payout funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. The Treasurer will follow the District's rules as promulgated in the Administrative Regulation for Booster Clubs and Parent Organizations.

Section 2. Nominations and Elections. Elections will be held at the _____ meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken. Each organization shall yearly submit a listing of its officers to the appropriate District administrative liaison after the annual organizational meeting of the booster club or the parent organization.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 4. Terms of Office. Officers are elected for one year and may serve no more than _____ consecutive term(s) in the same office. Each person elected shall hold only one office at a time.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal From Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

5. Liaison to the District

At least once a year, the organization shall designate a liaison for purposes of communications with the administrative liaison designated by the Lower Merion School District. This appointed liaison may be, but is not required to be, the organization's President or Treasurer.

6. Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on the first [INSERT DAY] of each month during the school year at [INSERT TIME], or at a time and place determined by the executive board at least one month before the meeting. The annual meeting will be held at the _____ regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that may arise. The secretary will notify the members of the meetings by email (or by mail for those members without email) at least one week prior to the meeting.

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Section 2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by email and through phone calls.

Section 3. Quorum. The quorum shall be [insert number] members of the organization.

Section 4. Minutes. Minutes of each regular and special meeting shall be created and distributed to each member.

7. Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, principal and standing committee chairs.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum.

8. Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the organization: Fundraising, Nominating, and Auditing.

Section 3. Additional Committees. The board may appoint additional committees as needed.

9. Finances

Section 1. A tentative budget shall be drafted by _____ for each school year in accordance with District administrative regulation and approved by a majority vote of the members present. The budget shall be distributed to each member after approval.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization.

Section 4. Two authorized signatures shall be required on each check over the amount of \$ _____. Authorized signers shall be the president and treasurer.

Attachment A

Section 5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

Section 6. Upon the dissolution of the organization, all monies remaining in the organization's account after payment of any outstanding bills must be turned over to the District for use in connection with the team or activity which the organization had supported to the extent permitted by law, with any residual amount going to support District athletics or other student activities generally.

10. Dissolution

A booster club or parent organization may disband on its own accord by submitting a written request to the designated administrative liaison. The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

11. Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum. In the event that the by-laws are amended, a copy of the new version of same shall be forwarded to the organization's applicable District administrative liaison within 30 days of amendment

12. Additional Required Conditions

[Name of Organization] recognizes and accepts that it is prohibited from imposing conditions of membership which serve to exclude students from participation in District or school events, Student Organizations, School-Sponsored Activities, or any other opportunities offered to students by the District or its schools.

[Name of Organization] recognizes and accepts that it is prohibited from using the District's name or logo without a license or express permission granted in writing by the Superintendent. [Name of Organization] recognizes and accepts that any logos created by booster clubs and parent organizations for use by the club or organization for use on merchandise or for any other reason must be approved by the Superintendent.

Attachment B

Booster Club or Parent Organization Officer Affirmation

I _____ have read the District's Policy and
(Officer's Name)

Administrative Regulation, "Booster Clubs and Parent Organizations". I agree to abide by the terms and conditions of both the Policy and also the Administrative Regulation in their entirety.

Officer's Signature

Date

Attachment C

TEMPLATE BUDGET

Sample Budget

BEGINNING BALANCE (A)	\$_____
Add: Revenue	
Fundraisers	\$_____
Parent Fees	\$_____
Interest Earnings	\$_____
Other Revenue	\$_____
TOTAL REVENUE (B)	\$_____
Less: Expenses	
Fundraising Costs	\$_____
Materials for Students	\$_____
Banquets or Celebrations	\$_____
Other Expenses	\$_____
TOTAL EXPENSES (C)	\$_____
ENDING BALANCE (A + B – C)	\$_____

Attachment D

**APPROVAL FORM FOR UNBUDGETED* PURCHASES,
DONATIONS, AND/OR CONTRIBUTIONS OF ITEMS, EQUIPMENT,
MATERIALS, MONEY IN EXCESS OF \$2000.00**

Organization Name: _____

Nature of purchase, donation, and/or contributions of items, equipment, materials, money:

Purpose of purchase, donation, and/or contributions of items, equipment, materials, money:

Source of funds for purchase, donation, and/or contributions:

Submitted by: _____ Date: _____

cc: District Administrative Liaison

* * * * *

Approved/Denied (circle one) by Building Principal/Other Superintendent Designee**:

_____ Date: _____

(If appealed to Superintendent):

Approved/Denied (circle one) by Superintendent:

_____ Date: _____

* Unbudgeted means not reflected in the organization budget submitted to the District Administrative Liaison.

**If the building principal or other Superintendent's designee denies the request or fails to respond within three business days of the request, the organization may appeal to the Superintendent

Attachment E

Designated District Logos

